

Submitted: 7/2/2013
Jurisdiction: Cecil County
Agency: Circuit Court
Division:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 758
MSA ID: SE55-2965
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	General Accounting Records - Certificate of Deposits, bank deposit slips, adjustments, and monthly reports	2330	II (1)	2009	3 cu ft.	07/02/2013	Buried at landfill
2	Business License Applications	2330	II (6)	2009	1 cu ft.	07/02/2013	Buried at landfill
3	Payroll registers and time sheets	2330	II (4)	2008 - 2009	2 cu ft.	07/02/2013	Buried at landfill

Destruction Approved by Maryland State Archives

6/11/2013

Date



State Archivist

Destruction Certification

Charlene Notarcola

Signature

Chief Deputy Clerk

Title

7/2/2013

Date